

**United States District Court
Southern District of West Virginia**

CJA eVoucher

Attorney User Manual

Release 4.2

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CJA eVoucher Website:
https://evadweb.ev.uscourts.gov/CJA_wvs_prod/CJAeVoucher

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice Act (CJA) functions. The eVoucher program will allow for:

- On-line authorization requests by attorneys for service providers and transcripts
- On-line voucher completion by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court for review, processing and payment of all vouchers

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers may not be used with CJA.


Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Please immediately report any changes in your email address to: CJA Technician Debbie Reynolds at (304)347-3461 or Debbie_Reynolds@wvsc.uscourts.gov or CJA Supervising Attorney Angie Volk at (304) 347-3191 or Angie_Volk@wvsc.uscourts.gov.

Accessing the CJA eVoucher Program

To access the CJA eVoucher program, either click on the link provided in the appointment email or use your browser to access the system at the web address provided. It is suggested that you bookmark it for easier access. You will be taken to the CJA login page.

Log in using your Username and Password you were provided, and click 



CJA eVoucher

Electronic Voucher Management System

USER LOGIN, Train 6 Release 4.2

Existing user? Please log in.

Username:

Password:



[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the [Forgot your login?](#) hyperlink.
Enter your Username or Email address, and click Recover Logon to retrieve your information.



Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

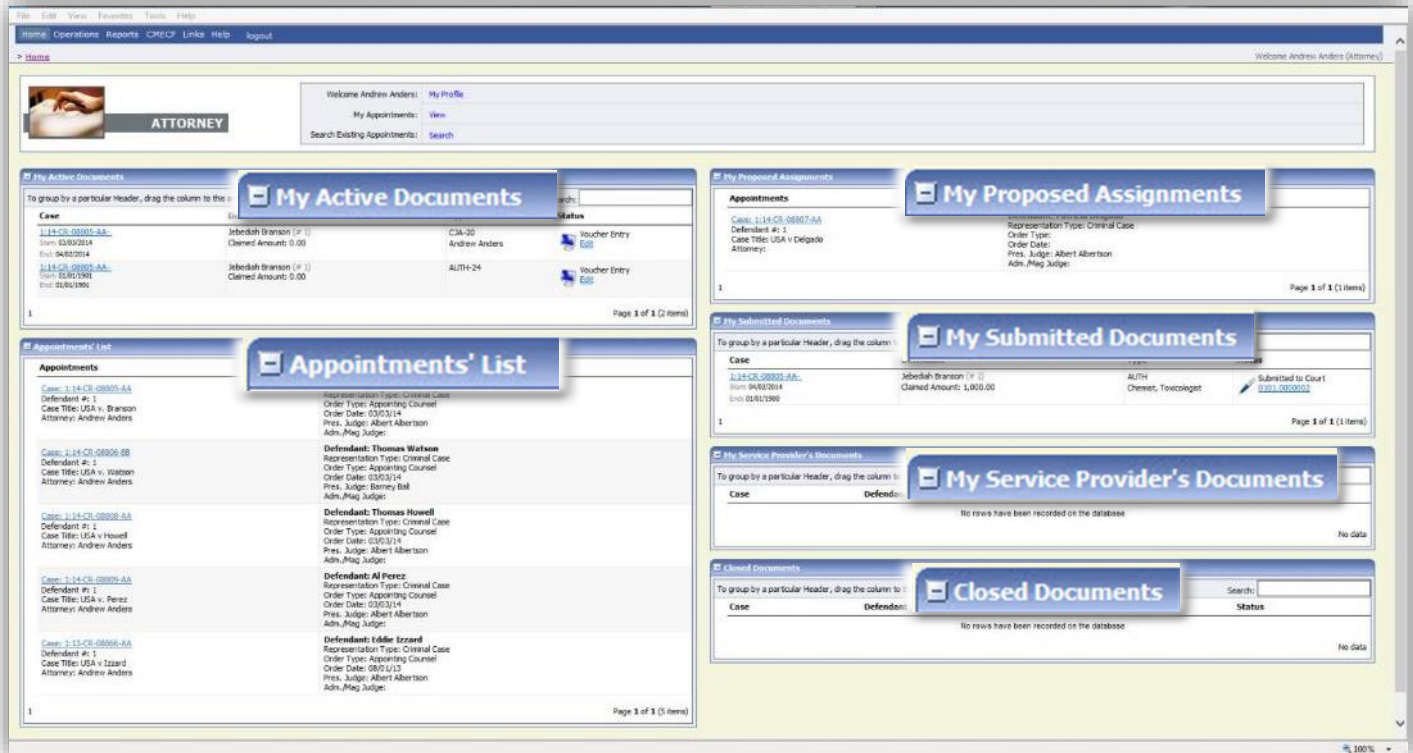
Username: and/or
Email:

The image shows a web form titled "Forgot your Login?". The form has a light blue background and a white border. It contains a heading "Forgot your Login?" followed by the text "Please tell us your username and/or email. We will send you an email to retrieve the missing info." Below this, there are two input fields: "Username:" and "Email:". The "Username:" field is a small text box, and the "Email:" field is a larger text box. To the right of the "Username:" field is the text "and/or". Below the input fields is a button labeled "Recover Logon". The entire form is enclosed in a white box with a shadow.

Home Page

Your home page provides access to all of your appointments and vouchers.

Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.



Folder Descriptions	
My Active Documents	Contains documents that you are currently working on. These documents are waiting for action by you.
Appointments' List	Quick reference to all your appointments.
My Proposed Assignments	SDWV is NOT using this feature. Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
My Submitted Documents	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
My Service Provider's Documents	Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none"> Vouchers in progress for services provided by the experts Vouchers submitted for review by the attorney for approval and submission to the court Vouchers signed off by the attorney and submitted to the court for payment
Closed Documents	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.

Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court. (SDWV is NOT enabling)
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Note:

The [Search](#) option is not a valid link. A Pop up will indicate that you have been redirected.



You don't have access to the requested page. The system has redirected you here.

Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

Moving Folders

Step
1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A crosshair icon  will appear.


Step
2

Drag the folder to the new location and release the mouse.

Sorting: Click the column heading (e.g., Case, Description, Type) to sort in either ascending or descending order.

Resizing of Column

Step
1

Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step
2

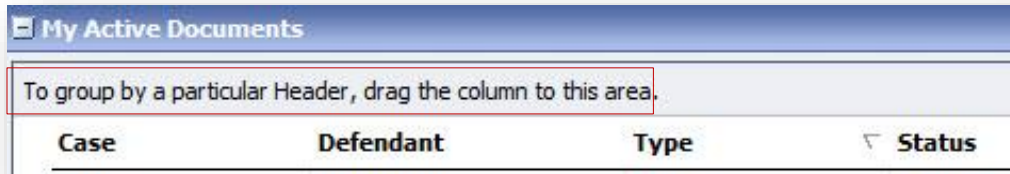
Drag the line in the desired direction to enlarge or reduce the column size.

Note:

The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (continued)

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.

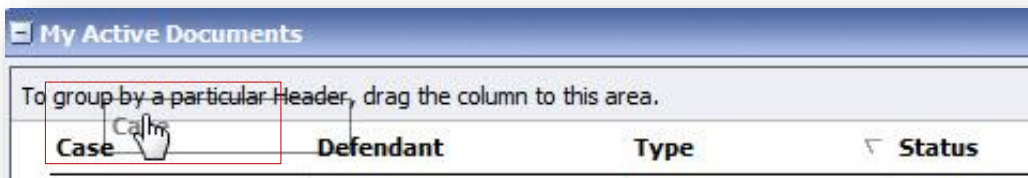


Step
1

Click the header for the column you wish to group.

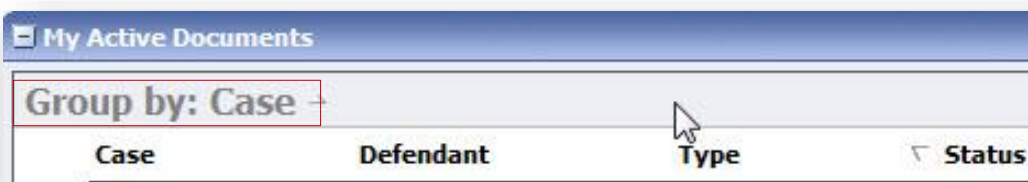
Step
2

Hold the cursor and drag the header to the “Group by Header” bar.



Step
3

Release the cursor and all the information in that folder will be grouped and sorted by that selection.

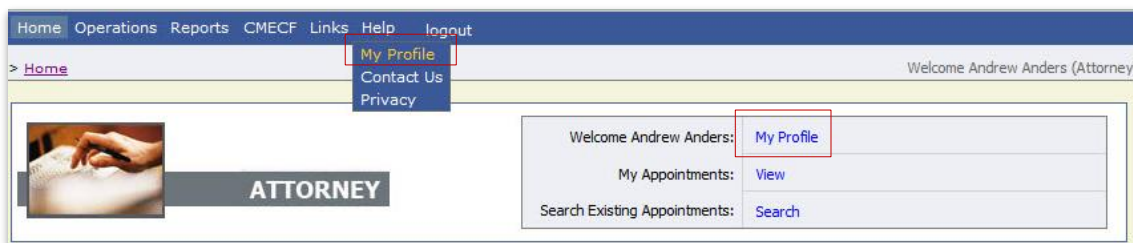


My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.) NOTE: If your phone number or email changes you must also notify the CJA Supervising Attorney because the Court is not alerted when you make changes to this information.
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.)
- Document any CLE attendance (Continuing Legal Education section.)

Click the **My Profile** link from either the Home screen or the Help menu bar to open the “My Profile” page.



This screenshot shows the main content area of the 'My Profile' page. It is divided into several sections, each with a title and a description. The 'Login Info' section shows 'UserName: Anders' and 'CM/ECF Access is NOT validated', with an 'Edit' button. The 'Attorney Info' section shows 'Bar Number: 12345', 'Your Name: Andrew Anders', and contact information (phone, fax, email, address), with an 'Edit' button. The 'Billing Info' section shows 'Your default billing info is: Andrew Anders' and billing details (SSN/EIN, address, phone, fax), with 'Select', 'Add', and 'Edit' buttons. The 'Holding Period' section shows 'There is 1 period of time during which case cannot be taken.', with a 'View' button. The 'Continuing Legal Education' section shows 'No info has been stored. Please click VIEW to type your info.', with a 'View' button. The 'My Profile' link in the top navigation bar is highlighted with a red box.

Changing My Profile Username and Password

Step
1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders** CM/ECF Access is **NOT validated** [Edit](#)

Step
2

To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)
Password ***** [reset](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

Step
3

To reset your password, click **reset**.

Step
4

Type the new password and retype it in the confirm field.

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)
Password * **Strength: Strong**
Confirm *

[Reset](#) [cancel](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

Step
5

Press the **Reset** button to save.

Step
6

Click the **Close** button to exit the login Info section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username [change](#) [Close](#)
Password ***** [reset](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

CM/ECF Login

Please note that this link is **NOT** in operation for the Southern District of West Virginia to avoid any inadvertent access to sealed documents. CJA Panel attorneys are encouraged to open a separate window for CM/ECF to access information you may need for eVoucher entries. As such, your CM/ECF login Username and CM/ECF password will **NOT** operate in eVoucher. The **NOT validated** message shown below will remain.

The screenshot displays a web application interface for CM/ECF login. At the top is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a breadcrumb trail: > Help > [My Profile](#). The main content area is divided into two sections. On the left, a light blue box titled 'Login Info' contains the text 'Your Login information'. On the right, there are input fields for 'Username' (containing 'Anders') with a 'change' link, 'Password' (with a red asterisk), and 'Confirm' (with a red asterisk). Below these are 'Reset' and 'cancel' buttons. Further down, there are input fields for 'CM/ECF Username' and 'CM/ECF Password', with a 'validate' link to the right. At the bottom, a red-bordered box displays the message 'CM/ECF Access is **NOT validated**'.

Should the Court allow access to CM/ECF via eVoucher in the future, you will log in using your CM/ECF Username/Password, and select validate. This will allow for synchronization between CJA eVoucher and CM/ECF. Once you've logged in, access will show as validated.

Attorney Info

Step 1

Under the **Attorney Info** section, click the **Edit** button to access your personal information.

Attorney Info
Your personal info

Bar Number: **12345**
Your Name: **Andrew Anders**

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
Fax:
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
USA

Edit

Step 2

Make any necessary changes.

Attorney Info
Your personal info

SSN Instructions:
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

Bar Number

Tax Identification Number:
SSN:
Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip
 TEXAS

Address 3 Country
 UNITED STATES

Save
cancel

Step 3

Click **Save**.

Note:

- Each attorney (except Associates) must enter his/her Social Security Number into the user profile.
- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.

Billing Info
List all available billing info records

Your default billing info is:
Andrew Anders
 Billing Code: 0101-000001
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-833-5623
 Fax:

Buttons: Select, Add, Edit

Step 2

Click **Edit** if you wish to change the information already entered.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

Step 3

Make any necessary changes and click **Save**.

Billing Info
List all available billing info records

Billing Type:
☒ Self-Employed
☐ Firm
☐ Associate

☒ Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Buttons: Save, cancel

Step 4

If applicable,
Add Billing Info
for a Firm.
**NOTE: At this
time the SDWV
is NOT using the
Associate
feature.***

Billing Info

List all available billing info records

Billing Type:

- ☐ Self-Employed
☒ Firm
☐ Associate

Tax Identification Number:

EIN/TIN:

Confirm:

☒ Copy Address from Profile

Name:

Phone:

Fax:

Address 1:

Address 2:

Address 3:

City:

State:

Zip Code:

Country:

Billing Info

List all available billing info records

Billing Type:

- ☐ Self-Employed
☐ Firm
☒ Associate

Billing Code:

Andrew Anders

Billing Code: 0101-000001

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-833-5623

Fax:

Note:

- Attorneys with a pre-existing agreement must enter the firm's EIN and name (required)
- * If you utilize an associate on a case you will bill for the associate's time by including their initials on the description of services provided on the CJA-20. The total number of associate hours will be manually calculated and the \$90/hour associate rate will be applied to those hours.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time you will not be given a new assignment.

Step 1 Under the **Holding Period** section click **View**.

The screenshot shows a web interface with a light blue sidebar on the left containing the text 'Holding Period'. The main content area has a white background and contains the text: 'No info has been stored. Please click VIEW to type your info.' In the top right corner of this area, there is a button labeled 'View' with a red rectangular box around it.

Step 2 Click **Add**.

The screenshot shows the same web interface as Step 1. In the top right of the main content area, there are four buttons: 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red rectangular box. Below the buttons is a search bar labeled 'Search:' and a table with three columns: 'Starting', 'Ending', and 'Notes'. The table currently contains one row with the text 'No Holding Period' and 'No data' at the bottom right.

Step 3 Enter the **Starting** and **Ending Date**, along with **Notes**.

The screenshot shows the web interface with the 'Add' button now replaced by 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red rectangular box. Below the buttons, there are two date pickers: 'Starting Date' with the value '07/11/2014' and 'Ending Date' with the value '08/01/2014'. Both date pickers are also highlighted with a red rectangular box. Below the date pickers is a text area labeled 'Notes' containing the text 'Vacation Cruise.' The text area is also highlighted with a red rectangular box.

Step 4 Click **Save**.

Continuing Legal Education

Step
1

Under the **Continuing Legal Education** section, click the **View** button to access your CLE information.

The screenshot shows a web interface with a sidebar on the left labeled 'Continuing Legal Education'. The main content area has a light blue header with the same text. To the right of the header, there is a message: 'No info has been stored. Please click VIEW to type your info.' A red box highlights a 'View' button in the top right corner.

Step
2

To add CLE information, click **Add**.

The screenshot shows the 'Continuing Legal Education' section with a sidebar. The main area has a header with 'Back', 'Edit', 'Add', and 'Delete' buttons. A red box highlights the 'Add' button. Below the buttons is a table with columns: Files, Credit, Date, Hours, and Subject. The table is currently empty, with a message 'No Continuing Legal Education' and 'No data' at the bottom. A search bar is visible on the right.

Step
3

Click the **Credit** dropdown menu to select CLE categories.

The screenshot shows the 'Continuing Legal Education' section with a sidebar. The main area has a header with 'Back' and 'Save' buttons. A red box highlights the 'Credit' dropdown menu, which is currently set to 'Sentencing-rel'. Below the dropdown are fields for 'Date' (05/01/2014), 'Hours' (0), and a 'Description' text area. A red box also highlights the 'Save' button. At the bottom, there is a note: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

Step
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step
5

Click **Save**.

Note:

After information is saved, you'll be able to upload related PDF documents.

Continuing Legal Education (cont'd)

Step
6

Click **Browse**, to upload and attach a PDF document.

The screenshot shows a form for adding CLE credit. At the top are 'Back' and 'Save' buttons, with 'Save' highlighted by a red box. Below are fields for 'Credit' (a dropdown menu showing 'Sentencing-rel'), 'Date' (a date picker showing '05/15/2014'), and 'Hours' (a text box with '0'). There is a large 'Description' text area. At the bottom is a 'Document' section with a file input field and a 'Browse...' button, which is also highlighted by a red box.

Step
7

Click **Save**.

All entries will be appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.

The screenshot shows the 'Continuing Legal Education' grid. On the left is a sidebar with the title. At the top are 'Back', 'Edit', 'Add', and 'Delete' buttons, with 'Edit' highlighted by a red box. Below is a table with columns: Files, Credit, Date, Hours, and Subject. A single entry is shown with values: 0, Senten..., 05/15/2014, 0. A search bar is at the top right. The page number '1' is at the bottom left, and 'Page 1 of 1 (1 items)' is at the bottom right.

Files	Credit	Date	Hours	Subject
0	Senten...	05/15/2014	0	

NOTE: When adding CLE credit information please include the following details in the description section:

- Type of activity (broadcast, video, live seminar etc.)
- Title of CLE Program
- Sponsor/Presenter
- Location
- Number of CLE credits approved and number claimed
- Brief description/synopsis of the federal criminal law or procedure training you received

OR you may upload the Court's CLE reporting form in the document section which includes those details.

Appointment's List

You can view your active appointments by either holding your mouse over the **Operations** tab and then clicking on **My Appointments** or by looking in the **Appointments** section under the Appointment's List on your home page.

Step
1

Click the case number hyperlink to open the **Appointment** page. Information about the appointment, as well as any vouchers or documents associated with the appointment, will be displayed.

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

[Home](#)
[Operations](#)
[Reports](#)
[CMECF](#)
[Links](#)
[Help](#)
[Logout](#)

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Attorney Time Report](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.0000026
1:14-CR-08805-AA- Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

Page 1 of 1 (7 items)

View
Representation

Attorney CJA 20
Voucher
Template

Expert CJA 21
Voucher
Template

Detailed
Payment Reports

All vouchers
associated with
this case are
displayed.

Group Header Bar

View Representation

The **View Representation** information will display:


- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step
2

From the Appointment page open,
click **View Representation**.

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

 [View Representation](#)

Home	Operations	Reports	CMECF	Links	Help	logout																																			
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Step
3

Click **Home** on the Menu bar at the top of the page.

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:

All voucher types and documents function primarily the same.

Step
1

From the **Appointment** page click **Create** from the CJA 20 Voucher template.



The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Form CJA20](#)

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

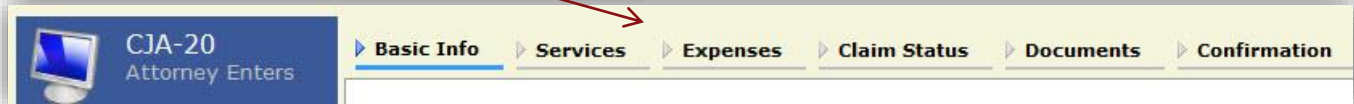
Preferred Payee: Andrew Anders

Andrew Anders
 SSN/EIN: ***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

« First < Previous Next > Last » Save Delete Draft

Creating the CJA 20 Voucher (cont'd)

Tab Headings appear at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user may navigate using the Tab Headings or Progress Bar.

Entering Services

Line item time entries should be entered on the Services tab.
Both In-Court and Out-of Court time should be recorded on this screen.

Step
2

Click the **Services** tab or click the **Next** option located on the Progress bar.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

CJA-20 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014
Services: \$0.00
Expenses: \$0.00
Reports
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA20](#)
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Services
Date: 6/11/2014
Service Type:
Doc. # (ECF):
Pages:
Hours:
at \$126.00 per hour.
Add Remove
* Required Fields
To group by a particular Header, drag the column to this area.
Service Type Date Description Hrs Rate Amt
No data
«First < Previous Next > Last » Save Delete Draft

Step
3

Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar.

Services
Date: 6/11/2014
Service Type:
Doc. # (ECF):
Hours:
* Required Fields
To group by a particular Header, drag the column to this area.
Service Type

June 2014

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Services (cont'd)

Step 4 Select **Service Type** from the drop-down menu.

Note:

You may add dates in any order. You can sort in chronological order at any time.

The screenshot shows the 'Services' form with the 'Service Type' dropdown menu open. The 'Date' field is set to 6/11/2014. The dropdown menu lists the following options: a. Arraignment and/or Plea, b. Bail and Detention Hearing, c. Motion, d. Trial, and e. Sentencing Hearings. The 'Description' field is empty.

Step 5 Enter hours of service in tenths of an hour.

Step 6 Enter a description.

The screenshot shows the 'Services' form with the 'Hours' field set to 0.5 and the 'Description' field containing 'First appearance and arraignment of Defendant.' The 'Service Type' is set to 'a. Arraignment and/or Plea'. The 'Date' field is set to 6/11/2014. The 'Add' and 'Remove' buttons are visible at the bottom right.

Step 7 Click **ADD**.

Note:

- You may add time in any order.
- Double click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the Service Type section.

The screenshot shows the 'Services' form with the entry added to the table. The table has columns: Service Type, Date, Description, Hrs, Rate, and Amt. The entry is: a. Arraignment and/or Plea, 06/11/2014, First appearance and arraignment of Defendant, 0.5, 126.0000, 63.00. The 'Save' button is highlighted at the bottom.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

Step 8 Click the **Date** header. This will sort services according to date.

Step 9 Click **Save**.

Entering Expenses

Step 1 Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Basic InfoServicesExpensesClaim StatusDocumentsConfirmation

Expenses

Date6/12/2014

Expense Type

Miles

Amount

Description

at \$0.5600 per mile.

Add

Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First

< Previous

Next >

Last »

Save

Delete Draft

Step 2 Enter the Expense Type from the Expense Type drop-down menu.

Expenses

Date6/12/2014

Expense Type

Miles

Amount

Travel Miles

Travel Misc.

Fax

Long Distance Charges

Photocopies

Postage

Other Expenses

* Required Fields

To group by a p

Expense Type

« First

< Previous

Next >

Last »

Entering Expenses (cont'd)


Step
3

If Travel Miles is chosen, enter the round trip mileage.

Step
6

Enter a description.

Expenses

Date: 6/12/2014 * 

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court *

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last » Save Delete Draft

Step
4

Click **ADD**.

The entry will be added to the voucher and will appear at the bottom of the Expense Type section.

Expenses

Date: 6/12/2014 * 

Expense Type: *

Miles: * at \$0.5600 per mile.

Amount:

Description: *

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

Entering Expenses (cont'd)

Notes:

- If photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page. Do not use the "\$" sign or commas. Photocopies are .10 per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.

Expenses

Date
Expense Type
Miles at \$0.5600 per mile.
Amount

Description

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (2 items)

<< First < Previous Next > Last >> Save Delete Draft

Step
5


Click the **Date** header. This will sort expenses according to date.

Step
6

Click **SAVE**.

Claim Status

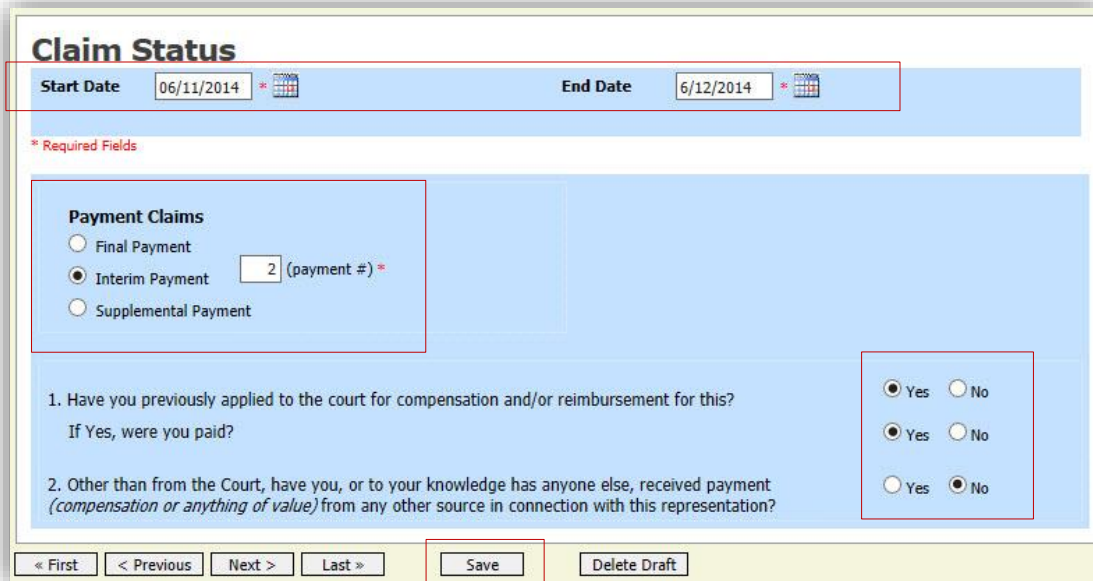
Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:

 Service and/or Expenses are out of the Voucher Start and End Dates.

The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step 1 Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.



Step 3 Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **SAVE**.

Documents

Attorney, as well as the Court, may attach documents.

Attach any documentation which supports the voucher, i.e. travel or other expense receipts, phone bills, orders from the Court.

Step 1 To add an attachment, click the **Browse** button to locate your file.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File: G:\AO\evoucher\CJA eVoi

Description:

The attachment and description is added to the voucher and appears in the bottom of the Description section.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File:

Description:

Description	Delete	View
Copies of receipts	Delete	View

« First < Previous Next > Last »

Step 4 Click **SAVE**.


Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign, and submit your voucher to the Court.

Step
1

Click Confirmation tab or the **Last** option located on the Progress bar.

The Confirmation screen appears which reflects all entries from the previous screens.

Confirmation					
1. CTR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER		
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1-14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER		
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel			
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$63.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (P) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements. Signature of Attorney: _____ Date Signed: _____					
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount.			DATE	34a. JUDGE CODE	
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: _____					
<div style="text-align: right;">  </div>					
<div style="text-align: center;"> « First < Previous Next > Last » Save Delete Draft </div>					

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any information to the Court in the Public/Attorney Notes section.

Step 5 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment. Once the voucher has been submitted you will be able to view it but you will not be able to change it, unless it is returned to you by the Court.

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Sigining and Submitting to Court (cont'd)

The active voucher is removed from the “My Active Documents” folder and now appears in the “My Submitted Documents” section.

My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002

1 Page 1 of 1 (3 items)

Edit Voucher

You can work on your voucher over time adding services, expenses and documents as needed.

To edit a voucher:

- Click on “**Edit**” for the voucher you want to access.
- Make your additions to the voucher following the instructions above for entering services and expenses.
- Remember to **Save** the voucher each time you work on it.

Returned Voucher

If the Court needs to return a document for corrections, an email will be generated and sent by the system notifying you of the reason the document is being returned and any instructions from the Court.

Notes:

- If a voucher is rejected by the Court, it will reappear in the “My Documents” section and will be highlighted in gold.

My Documents	
To group by a particular Header, drag the column to this area.	
Case	
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014	

- Click on the **Case Number** to access the voucher.
- The Court’s notes can be found on the Confirmation page.
- Make the corrections and resubmit to the Court.

CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are entered into the voucher.

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
[Redirect Workflow](#)
Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014

Services: \$63.00
Expenses: \$26.20

- Expand the item by clicking on the down arrow (▼) to reveal specifics.

Services: \$63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00

Expenses: \$26.20

Travel

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
Totals	\$11.20

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$15.00

Reports and Case Management

At the start of a case, it may be difficult for you or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



Other accessible reports can be found on the Menu bar.



Defendant Detailed Budget Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service.

Budget Detail Report For Defendant 1:14-CR-08805-1-AA													
Counsel Budget		Defendant: Jebediah Branson											
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed		Amount Adjusted			
Budget Amount Requested:	\$0.00					CJA-26	0101.0000029	\$35,000.00		\$35,000.00			
Budget Amount Approved:	\$9,800.00					Total:		\$35,000.00		\$35,000.00			
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Attorney: Andrew Anders (Appointing Counsel)		Active											
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$9,800.00		
12/21/2008 to 01/30/2009	0101.0000027	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$6,700.00	\$6,700.00		
03/03/2014 to 06/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,944.00		
06/12/2014 to 06/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,881.00		
05/01/2014 to 06/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,629.00		
					Total Pending:	\$1,119.60				Total Approved:	\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization													

Expert and Other Services Budget - Not Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Vendor: Luz Garcia (Hair, Fiber Expert)						Approved Amount: \$800.00				Attorney: Andrew Anders	
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
		Total Pending:				\$0.00	Total Approved:		\$0.00		
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Vendor: Abraham Astley (Interpreter Translator)						Approved Amount: \$800.00				Attorney: Andrew Anders	
01/20/2009 To 05/26/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00
		Total Pending:				\$215.00	Total Approved:		\$0.00		
Grand Totals for the Representation											
NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.	Pending				Approved				Combined Total		
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending		
		Travel	Other			Travel	Other		Fees	Fees and Expenses	
		\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50	\$4,890.34

Defendant Summary Report

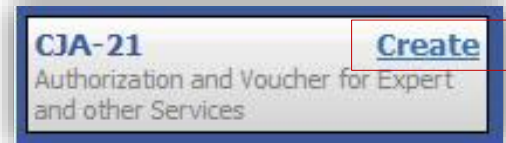
This report contains the same information as the Detailed Report without the individual voucher data.

Budget Summary Report For Defendant											
1:14-CR-08805-1-AA											
Counsel Budget Defendant: Jebediah Branson											
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed	Amount Adjusted		
Budget Amount Requested:	\$0.00					CJA-26	0101.0000029	\$35,000.00	\$35,000.00		
Budget Amount Approved:	\$9,800.00							Total:	\$35,000.00	\$35,000.00	
Time Period For Voucher	Voucher Number	Pending			Total	Approved			Amount Remaining		
		Fees	Expenses			Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
					Total Pending:	\$1,119.60			Total Approved:	\$3,541.24	\$6,700.00
Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending			Total	Approved			Amount Remaining		
		Fees	Expenses			Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: Amount Requested: \$0.00 Amount Authorized: \$0.00 Attorney: Andrew Anders											
Vendor: {}											
					Pending For Vendor:	\$0.00			Approved For Vendor:	\$0.00	
					Total Pending:	\$0.00			Total Approved:	\$0.00	\$0.00

Creating a CJA 21 Voucher

Step
1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.



The voucher opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Basic Info

1. CIR. DKT/DEF CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08802-2-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18.13-4530.F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

Services

Expense Type	Amount
Travel	
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

Expenditures

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click the **"No Authorization Required"** button if under the statutory limit.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

« First < Previous Next > Last » Delete Draft

Reports

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Form CJA21](#)

When submitting a CJA 21 voucher you'll have two options to choose from under the Authorization Selection.

Step
2

If the request does not require advance authorization (\$800 or less), click on the **No Authorization Required** option.

If you have a previous authorization received through an order from the Court, click on the **Use Previous Authorization** option.

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

Creating a CJA 21 Voucher (cont'd)

If you click "Use Previous Authorization" a list of Existing Requests for Authorization will appear.

Step
3

Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step
4

The service type will rollover from the authorization selected. If no authorization is being used, use the drop-down box to select the service type.

Step
5

Enter a description of the service to be provided.

Existing Requests for Authorization

ID Number: 155 Order Date: 05/27/2014 Authorized Amount: 0	Service Type: Weapons Firearms Explosive Expert Estimated Amount: 1000 Requested Provider: Robert Arms
---	--

New Voucher Information

Service Type Weapons Firearms Explosive Expert

Description

Voucher Assignment ☒ Attorney ☐ Expert
This indicates who will be responsible for filling the voucher claim part

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert Gabriel, Gina

Expert Info
Details
Gina Gabriel
110 Main Street
San Antonio TX 78210 USA
Phone: 210-593-3340

Create Voucher

Step
6

Select the Expert.
If the Expert you selected is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling the voucher claim part.

If the Expert you selected is authorized to use eVoucher, the Voucher Assignment field will unlock for you indicating the Expert will be responsible for filling in the voucher claim part. **NOTE: The "Expert" option in this screen shot will not be available in SDWV.**

Voucher Assignment ☒ Attorney ☐ Expert
This indicates who will be responsible for filling the voucher claim part

Voucher Assignment ☐ Attorney ☒ Expert
This indicates who will be responsible for filling the voucher claim part

Note:

Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page 38.

Creating a CJA 21 Voucher (cont'd)

Step
7

Click Create Voucher.

Notes:

- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the "My Active Documents" section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will then move to the "My Submitted Documents" section. Outlined steps are on pages 36-39.

Note: If you have submitted the voucher for the expert, you will need to approve the voucher twice, once while submitting it for the expert, and a second time after it appears in the "My Active Documents" section.

Creating a CJA 21 Voucher (cont'd)

Entering an Expert Not in System

If you wish to submit a person as an **Expert**, follow steps 3 through 5 on page 36.

Step
6

From the **Expert** drop-down list, select the empty (null) value. Voucher Assignment should be on the Attorney option.

Step
7

Fill in all required information on the person you wish to submit for approval.

Step
8

Click Create Voucher

Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

Existing Requests for Authorization		
ID Number: 155 Order Date: 05/27/2014 Authorized Amount: 0	Service Type: Weapons Firearms Explosive Expert Estimated Amount: 1000 Requested Provider: Robert Arms	

New Voucher Information		
Service Type	Weapons Firearms Explosive Expert ▼	
Description	<div></div>	
Voucher Assignment <input checked="" type="radio"/> Attorney <input type="radio"/> Expert <i>This indicates who will be responsible for filling the voucher claim part</i>		
Service Provider You can search one of the service providers already in the system OR you can enter the required information for another provider		
Expert	▼	
First Name	Middle Name	Last Name *
<div></div>	<div></div>	<div></div>
SSN/EIN: *	Email *	
<div></div>	<div></div>	
Phone *	Fax	
<div></div>	<div></div>	
Address 1 *	City *	
<div></div>	<div></div>	
Address 2	State *	Zip *
<div></div>	<div></div>	<div></div>
Address 3	Country	
<div></div>	<div></div>	
<div>Create Voucher</div>		

Creating a CJA 21 Voucher (cont'd)

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

Note:

If you have submitted the voucher for the expert, you'll need to approve the voucher **TWICE**. **ONCE** while submitting it for the expert, and a **SECOND** time after it appears in the "My Active Documents" section. **BOTH APPROVALS ARE REQUIRED FOR PAYMENT.**

Step
1

Click the **Services** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Date**, **Hours**, **Rate**, and **Description**. You may do a summary entry for all services.

Step
3

Click **Add**.

The item will appear in the bottom of the Services list section.

Step
4

Click **Save**.

The screenshot shows the 'Services' tab in the CJA 21 Voucher form. The top section has input fields for Date (6/19/2014), Hours, Rate, and Description. Below these is a table with columns Date, Description, Hrs, Rate, and Amt. The table is currently empty. At the bottom are buttons for First, Previous, Next, Last, Save, and Delete Draft.

Step
1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Date**, **Expense Type**, **Description** and **Miles**. You may do one entry for total expenses.

Step
3

Click **Add**.

The item will appear in the bottom of the Expense Type. Click **Save**.

Step
4

The screenshot shows the 'Expenses' tab in the CJA 21 Voucher form. The top section has input fields for Date (6/19/2014), Expense Type, Miles, and Description. Below these is a table with columns Expense Type, Date, Description, Mile, Rate, and Amt. The table contains one entry: Travel Miles, 06/19/2014, Travel to/from meeting with defendant, 30, 0.5600, 16.80. At the bottom are buttons for First, Previous, Next, Last, Save, and Delete Draft.

Creating a CJA 21 Voucher (cont'd)

Step
1

Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step
3

Select an option under the **Payment Claims** section.

Step
4

Click **Save**.

The screenshot shows the 'Claim Status' tab with the following details:

- Start Date:** 06/12/2014
- End Date:** 6/19/2014
- Payment Claims:**
 - ☒ Final Payment
 - ☐ Interim Payment (payment #)
 - ☐ Supplemental Payment
- Buttons:** «First, <Previous, Next>, Last», **Save** (highlighted), Delete Draft

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step
1

Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step
2

Browse to select a PDF file to attach. **NOTE: You MUST upload a signed, detailed invoice from the Service Provider.**

Step
3

Click **Upload**.

The screenshot shows the 'Supporting Documents' tab with the following details:

- File Upload (Only Pdf files of 10MB size or less!)**
 - File:** Browse...
 - Description:**
 - Upload** button
- Document List:**

Description	Delete	View
invoice from Expert	Delete	View
- Buttons:** «First, <Previous, Next>, Last», **Save** (highlighted), Delete Draft

Note:

All documents must be submitted in PDF format and must be 10 MB or less.

The document will appear in the bottom of the Description section.

Step
4

Click **Save**.

Creating a CJA 21 Voucher (cont'd)

A confirmation page will appear.

Step 1 Verify all information is correct.

Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

The case file will appear in the “My Active Documents” section.

Step 5 Select the file.

My Active Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate to the Confirmation tab.

Step 6 Verify all information is correct.

Step 7 Certify the information by checking the box. This will automatically time stamp the voucher.

Step 8 Click **Approve**.

Submitting an Authorization Request for Expert Services

Note: Expert services which are expected to exceed \$800 must have prior court approval. Court approval is obtained via an "Authorization."

Step
1

Open the Appointment record.

Step
2

Click **Create** from the Authorization template.

Create New Voucher

AUTH

Authorization for Expert and other Services

Create

The **Basic Info** screen will open.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Basic Info			
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text"/> *
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	<input type="text"/> *
Requested Provider	<input type="text"/>

« First < Previous Next > Last » Save Delete Draft

Submitting an Authorization Request for Expert Services (cont'd)

Step 3

Complete the information in the blue section at the bottom of the screen. This is to include:

- Estimated Amount – enter the **TOTAL** amount you think you will need for the case.
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$ 8000.00 *

Authorized Amount \$

Basis of Estimate 100 hours at \$80/hour

Description

Service Type Investigator ✓ *

Requested Provider John Doe

« First < Previous Next > Last » Save Delete Draft

Step 4

Click **Save**.

Step 5

Click the **Supporting Documents** tab or click the **Next** option located on the Progress bar. **NOTE: You MUST upload a copy of the Court's CJA-002 Form to your Authorization in this section. The form can be found under the LINKS tab on the blue menu bar at the top of any page when you are in eVoucher.**

Submitting an Authorization Request for Expert Services (cont'd)

Step
6

To add the attachment, click the **Browse** button to locate your file.

Note:

Documents are limited to PDF files, and must be 10 MB or less.

Step
7

Add a description of the attachment.

Step
8

Click **Upload**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

The attachment and description will be uploaded and appear in the bottom of the Description section.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

« First < Previous **Next >** Last »

Step
9

Click **SAVE**.

Submitting an Authorization Request for Expert Services (cont'd)

Step 10 Click **Next**.

The Confirmation screen will open.

Step 11 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any notes to the Court in the Public/Attorney Notes section.

The screenshot shows a web form with a light blue header and a yellow footer. The header contains a text area labeled "Public/Attorney Notes" with a red warning message above it: "Attention: The notes you enter will be available to the next approval level." Below the notes section is a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. To the right of the checkbox is a date and time stamp: "Date: 6/16/2014 15:53:48". To the right of the checkbox is a "Submit" button with a green arrow icon. The footer contains navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

Step 12 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

The screenshot shows a confirmation screen with a light blue header and a yellow footer. The header contains a "Success" message in a red box. Below the message is a text area stating: "Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records:". Below this is the voucher number "0101.0000152" in bold. The footer contains a "Back to:" link with two options: "Home Page" and "Appointment Page", both in blue text.

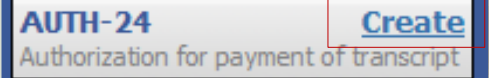
Step 13 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

The Authorization Request will now appear in the "My Submitted Documents" section on the Attorney home page. When the Court has approved the Authorization, it will move from your "My Submitted Documents" folder to your "Closed Documents" folder. NOTE: You will not be able to create a CJA 21 using this authorization until it has been approved.

Creating an Authorizations for Transcripts (AUTH 24)

Step
1

From the Appointment page click **Create** Auth 24.



The Authorization opens to the **Basic Info** page. **Note: You MUST notify the Court Reporter Coordinator, Lynn Cooper, at 304-347-3051 or Lynn.Cooper@wvsc.uscourts.gov when you are going to submit an AUTH-24. Doing so will insure that she can retrieve and act on the Auth-24 in a prompt manner because eVoucher does not provide an email alert to her when the Auth-24 is submitted by an attorney.**

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

AUTH-24 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #:
Request Date:1/1/1901
Decision Date:1/1/1901

Basic Info | Documents | Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used:
 Proceeding To Be Transcribed:
 Apportioned Cost (%):
 Apportioned Case and Defendant:
 Special Transcript Handling: None *
 Transcripts:
 ☐ Prosecution Opening Statement ☐ Prosecution Argument ☐ Prosecution Rebuttal
☐ Defense Opening Statement ☐ Defense Argument ☐ Jury Instructions ☐ Voir Dire
 Order Date:
 Nunc Pro Tunc Date:

« First < Previous Next > Last » **Save** Delete Draft

Step
2

Enter the details for the transcript required on the **Basic Info** screen.

Step
3

Click **Save**.

Creating an Authorization for Auth 24 Transcripts (cont'd)

Step
1

Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step
2

Browse to select a PDF file to attach.

Step
3

Click **Upload**.

Note:

All documents must be submitted in PDF format and must be 10 MB or less.

The Document will appear in the bottom of the Description section.

Step
4

Click **Save**.

A confirmation page will appear.

Step
5

Verify all information is correct.

Step
6

Check the affirmation box.

Step
7

Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step
8

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

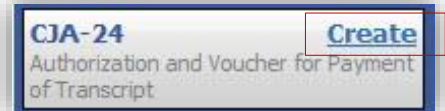
The Auth 24 will now appear in the “My Submitted Documents” section on the Attorney home page. After the Court has approved the authorization, it will move from your “My Submitted Documents” folder to your “Closed Vouchers “ folder.

Creating a CJA 24 Voucher

NOTE: After submission and approval of an Auth-24, a CJA 24 voucher for payment will be created by the Court Reporter Coordinator in the Southern District of West Virginia and sent to the appropriate Court Reporter for completion. These steps are included in this manual for informational purposes only. Your approval role is outlined on page 52 – steps 1 through 4.

Step
1

From the Appointment page click **Create** from the CJA 24 voucher template.



The Basic Info page will open, showing approved authorizations.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Basic Info

1. CIR. DKT. DEF. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

Authorization Selection
Select an approved authorization request for this CJA-24

Existing Requests for Authorization

ID Number: 26 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 148 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

New Voucher Information

Description:

Voucher Assignment ☒ Attorney ☐ Expert
This indicates who will be responsible for filling the voucher claim part

Court Report/Transcriber Status
☒ Official ☐ Contract ☐ Transcriber ☐ Other

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert:

First Name: Middle Name: Last Name:

SSN/EIN: Email:

Phone: Fax:

Address 1: City:

Address 2: State: Zip:

Address 3: Country:

Creating a CJA 24 Voucher (cont'd)

Step
2

Select the authorization you wish to use by clicking it, this will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

Step
3

Select the Voucher Assignment radio button indicating if you will be entering the information for the transcriptionist, or if the transcriptionist will do the expense entries.

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization

ID Number: 26	Service Type: Court Reporter /
Order Date: 03/03/2014	Transcript
Authorized Amount: 0	Estimated Amount: 0
ID Number: 148	Service Type: Court Reporter /
Order Date: 03/03/2014	Transcript
Authorized Amount: 0	Estimated Amount: 0

Note:

You must select whether you, the attorney, or the court reporter will be filling the voucher claim portion.

Step
4

Click the **Expert** drop-down and select the transcriptionist.

New Voucher Information

Description

Voucher Assignment ☒ Attorney ☐ Expert
This indicates who will be responsible for filling the voucher claim part

Court Report/Transcriber Status
☒ Official ☐ Contract ☐ Transcriber ☐ Other

Service Provider
 You can search one of the service providers already in the system
 OR you can enter the required information for another provider

Expert [Blank Drop-down]

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

Address 1 * City *

Address 2 State * Zip *

Address 3 Country

Create Voucher

« First < Previous Next > Last » Delete Draft

New Voucher Information

Description

Voucher Assignment ☐ Attorney ☒ Expert
This indicates who will be responsible for filling the voucher claim part

Court Report/Transcriber Status
☒ Official ☐ Contract ☐ Transcriber ☐ Other

Service Provider
 You can search one of the service providers already in the system
 OR you can enter the required information for another provider

Expert Transcripts, Teresa

Expert Info **Teresa Transcripts**
 Details
 110 Main Street
 San Antonio TX 78210 USA
 Phone: 210-553-5692

Create Voucher

« First < Previous Next > Last » Delete Draft

Note:

- If entering a new transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a transcriptionist already in the system will automatically populate that expert's information.

Step
5

Click the **Create Voucher**.

Creating a CJA 24 Voucher (cont'd)

Note:

If Expert has been selected under the Voucher Assignment, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the Court.

Step
1

Click the **Services** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Date**, **Service Type**, **No. Pages**, **Rate**, and **Description**.

Note:

You'll have two options to choose from under Service Type: Original or Copy. The rate should vary between the two choices.

Step
3

Click **Add**.

The screenshot shows the 'Services' tab in the CJA 24 Voucher system. The form includes fields for Date (7/1/2014), Service Type (dropdown), Include Page Numbers, No. of Pages, Rate Per Page, Less Amount Apportioned, and Less Amount Adjusted. A table below the form displays one item: Original, 07/01/2014, Sentencing, 100 pages, Rate 4.85, Total 485.00. The 'Add' button is highlighted with a red box.

The item will appear in the bottom of the Service Type section.

Step
4

Click **Save**.

Step
1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Date**, **Expense Type**, and **Description**.

Step
3

Click **Add**.

The screenshot shows the 'Expenses' tab in the CJA 24 Voucher system. The form includes fields for Date (7/1/2014), Expense Type (dropdown), Miles, Amount, and Description. A table below the form displays one item: Expense Type, Date, Description, Mile, Rate, Amt. The 'Add' button is highlighted with a red box.

The item will appear below in the Expense section.

Step
4

Click **Save**.

Creating a CJA 24 Voucher (cont'd)

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Note:

All documents must be submitted in pdf format, and must be 10 MB or less.

Step 3 Click **Upload**.

The document will appear in the bottom of the Description section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 1 Verify all information is correct.

Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click Submit.

A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

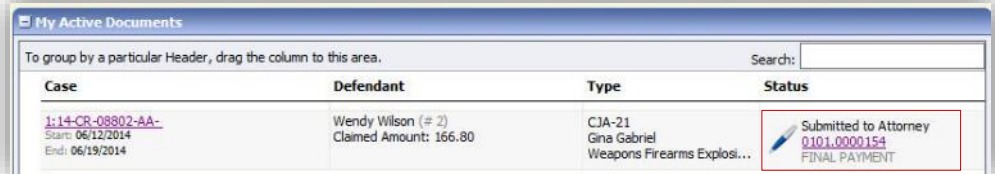
Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Court Reporter Coordinator Creates a CJA 24 Voucher

The court reporter will perform the first level of submission and approval. **You will receive an email that the CJA 24 has submitted to you for review.**

Once the court reporter has submitted the voucher, it will appear in your “My Active Documents” folder with the status of “Submitted to Attorney”. You will need to perform the second level of approval and submission.

Step 1 Select the file.



Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate to the Confirmation tab.

Step 2 Verify all information is correct.

Step 3 Certify the information by checking the box. This will automatically time stamp the voucher.

Step 4 Click **Approve**.



Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☒ I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

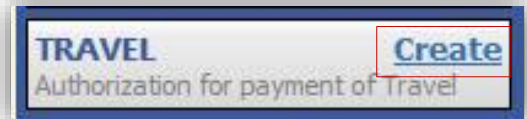
 **Approve**  **Reject**

« First < Previous Next > Last » Save Delete Draft

Creating a Travel Voucher

Step
1

From the **Appointment** page click **Create** from the Travel Voucher template.



Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

The Basic Info screen will open.

TRAVEL Attorney Enters
Def.: Wendy Wilson
[Link to CM/ECE](#)
Voucher #: Request Date:1/1/1901
Decision Date:1/1/1901
Amount Claimed: \$0.00

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/27/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: Global Travel

Global Travel
1234 Travel Lane
Suite 200
Second Floor
Los Angeles, CA 93765
Phone: 1-800-444-7890
Fax: 1-800-555-7777
Email: mail@support.aobx.uscourts.gov

<< First < Previous Next >> Last >> Save Delete Draft

The "Travel Agency to be Used" section will automatically populate.

Step
2

Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

Creating a Travel Voucher (cont'd)

Step 3 Fill out all required fields marked with a red asterisk.

Step 4 Click Add.

The information will appear in the bottom section.

Step 5 Click Save.

Basic Info
Authorization Request
Documents
Confirmation

Request For Travel*

*** Required Fields**

Name and Title of Person Traveling:
Address of Person Traveling:
Purpose of Travel:
Travel From location:
Travel To Location:
Estimated Dates of Travel:

Travel Requested
Estimated Cost

☐ Airline Tickets via CJA Government
☐ Ground Transportation
☐ Per Diem (Hotel & Meals)**
☐ Other

Total Estimated Cost:
Justification for Request:

Add
Remove

* All travel and expenses must be in compliance with government travel regulations.
** Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

To group by a particular Header, drag the column to this area.

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Aquire documents	Los Angeles, CA	July14,15	490.00

1

Page 1 of 1 (1 items)

<< First
< Previous
Next >
Last >>
Save
Delete Draft

Creating a Travel Voucher (cont'd)

Step 1 Click **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step 3 Click **Upload**.

The document will appear in the bottom of the Description section.

Step 4 Click **Save**.

The Confirmation tab will appear.

Step 1 Verify all information is correct.

Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Travel Voucher will now appear in the "My Submitted Documents" section.

Creating a CJA 26 Voucher

This is a request and justification for expenses outside the statutory limits.

Step
1

From the Appointment page, click the **LINKS** tab on the top of the page on the blue menu bar. Complete the PDF-fillable CJA-26. Save the PDF document.

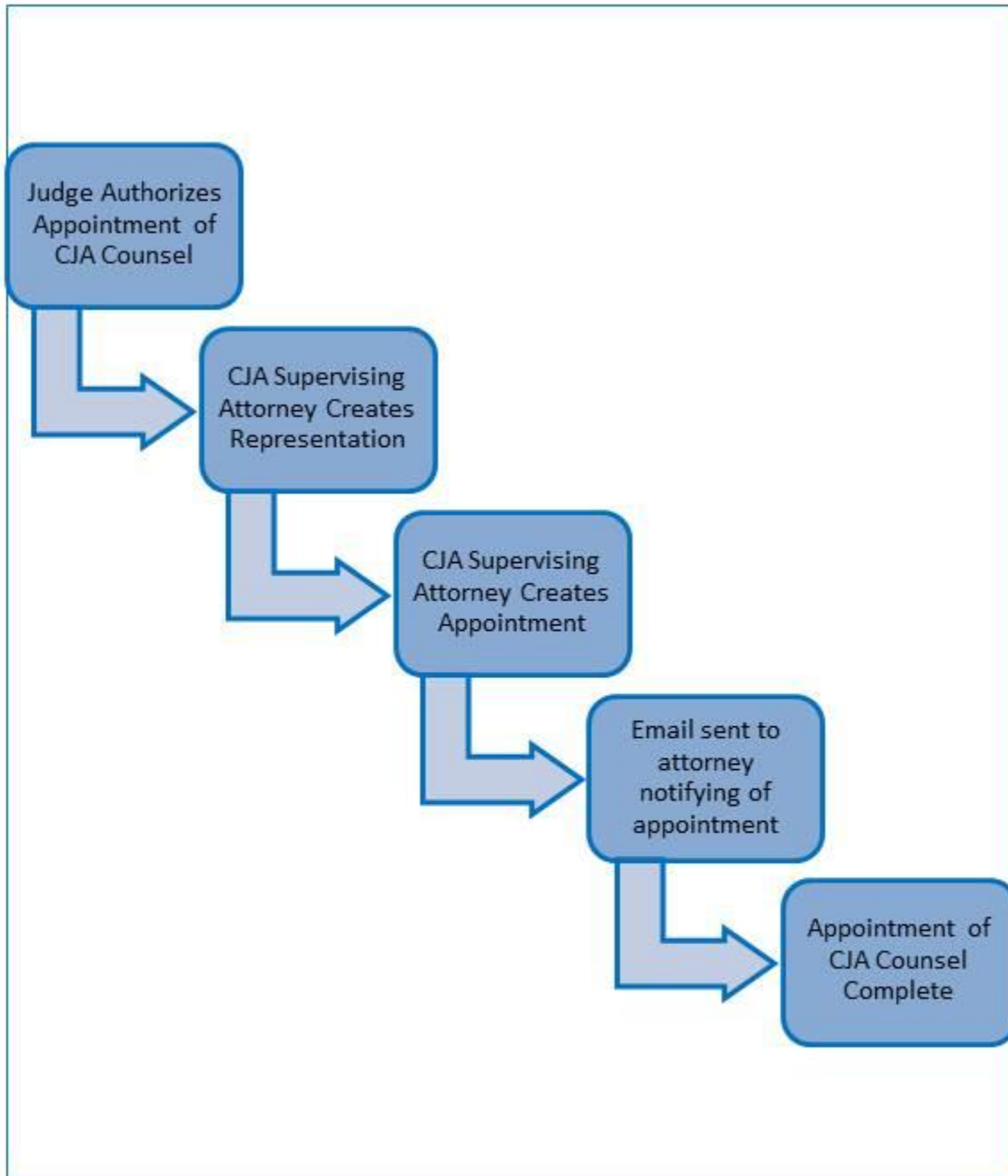
Step
2

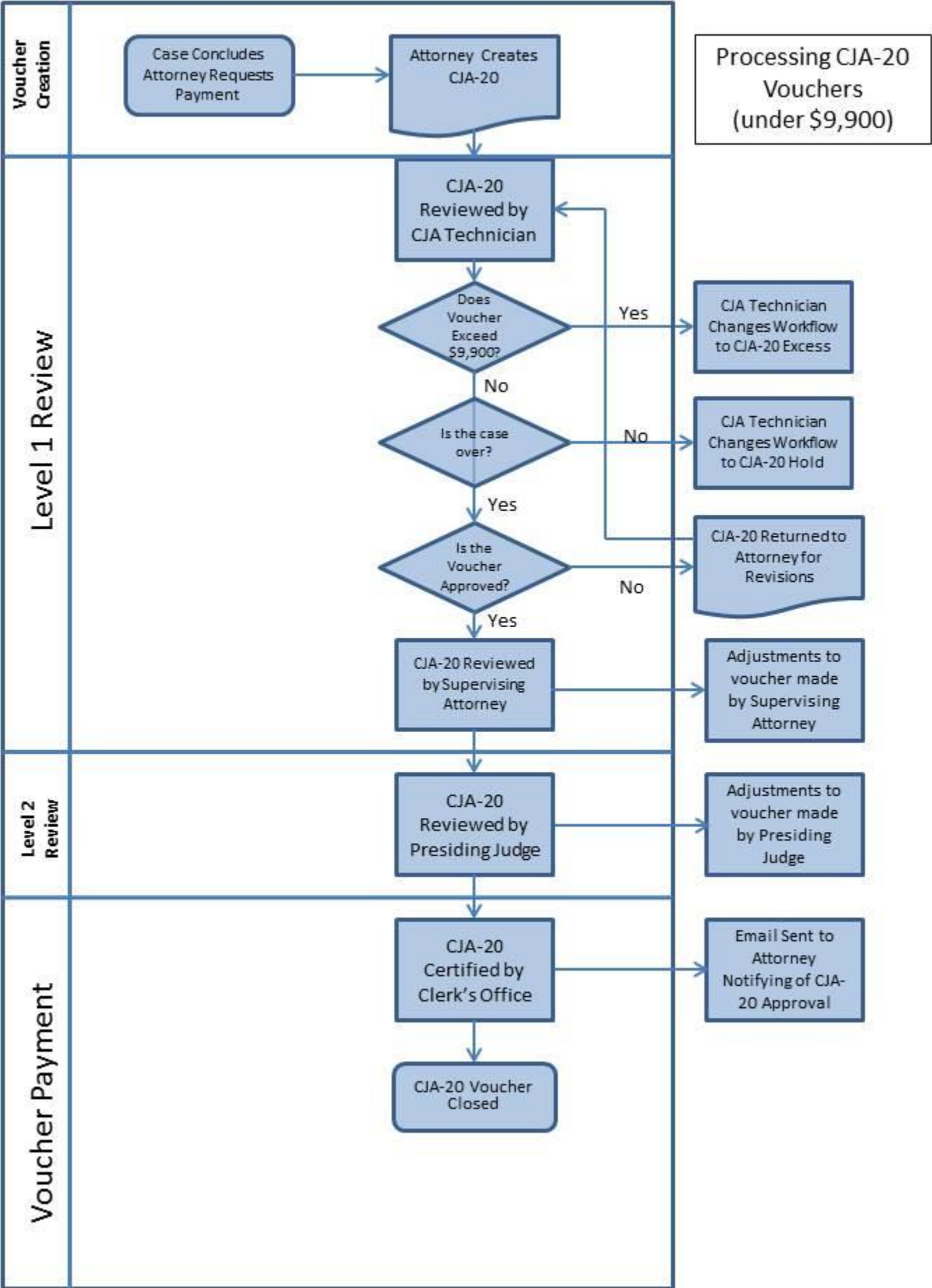
Upload the completed CJA-26 form in the “Supporting Documents” section of your CJA-20. See page 27.

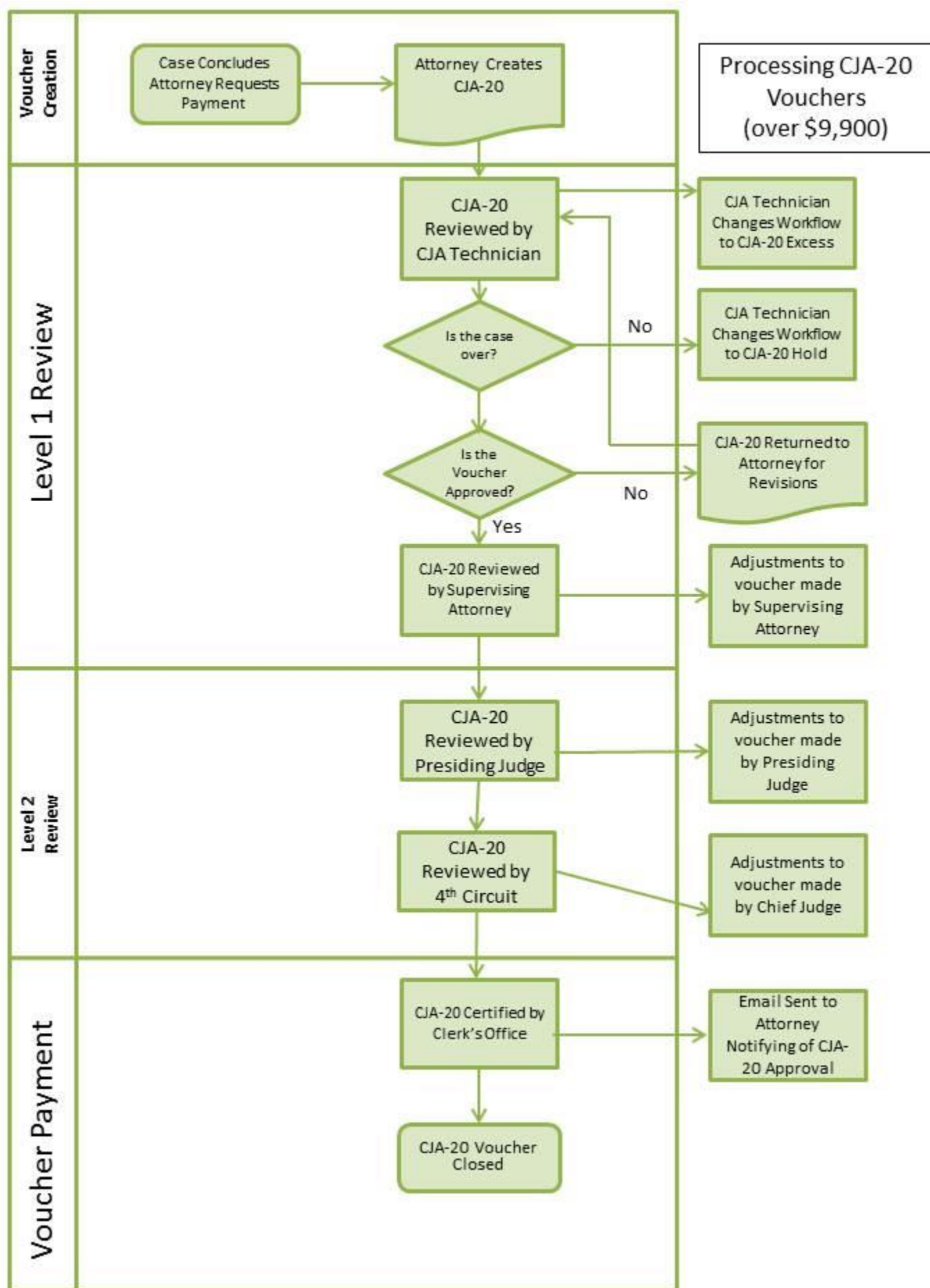
Note:

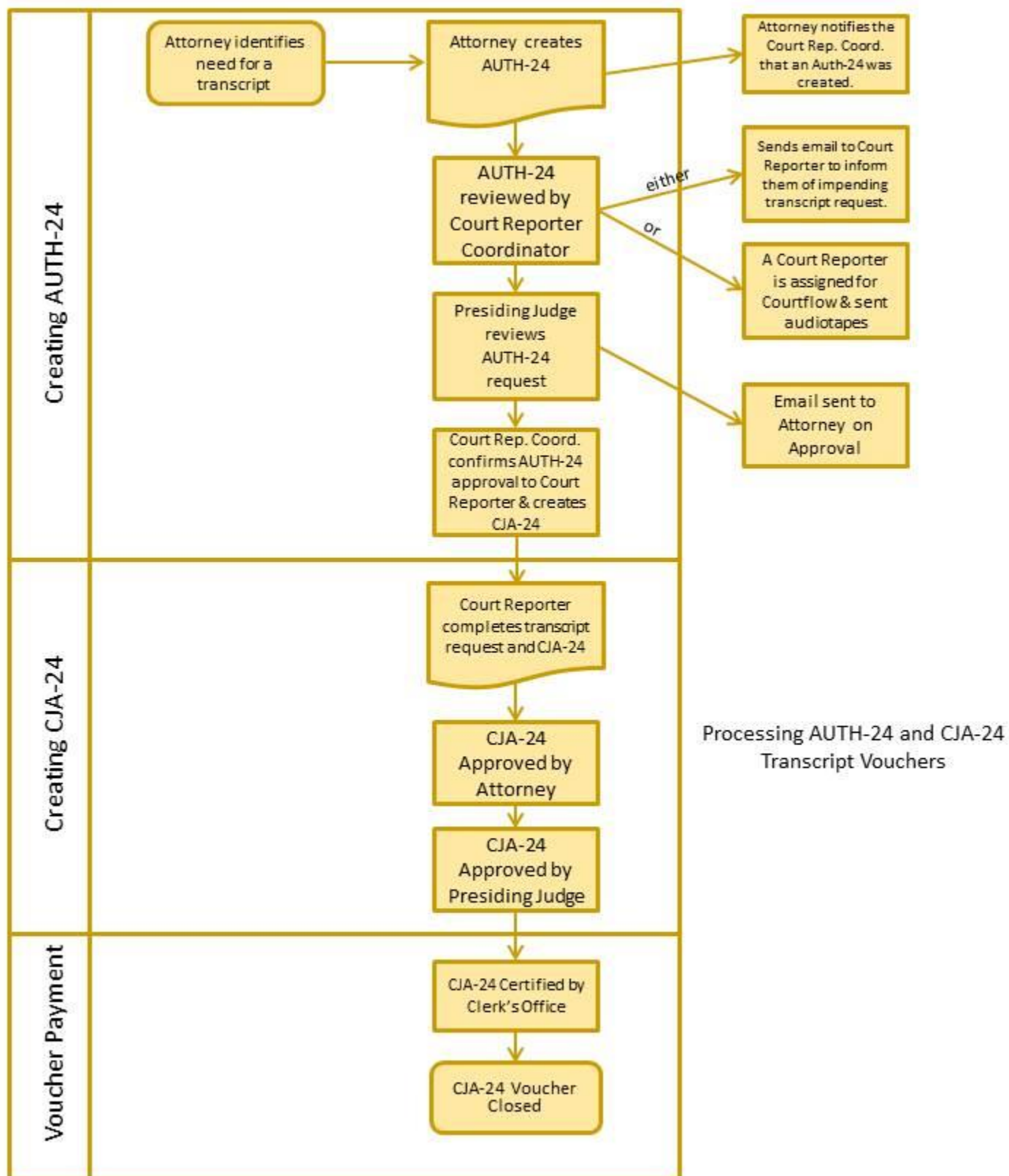
All documents must be submitted in PDF format, and must be 10 MB or less.

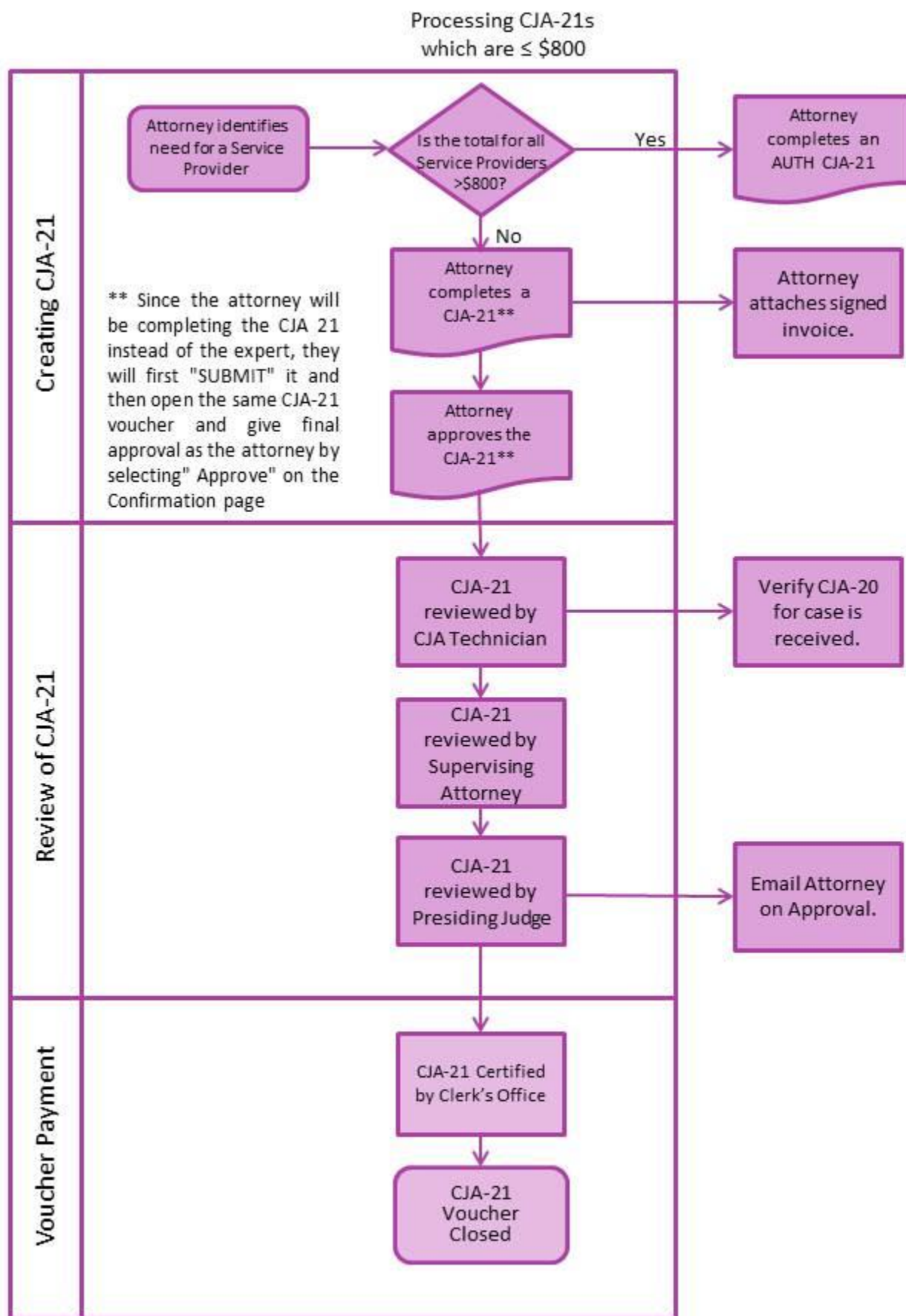
Appointment of CJA Attorney (outside eVoucher)

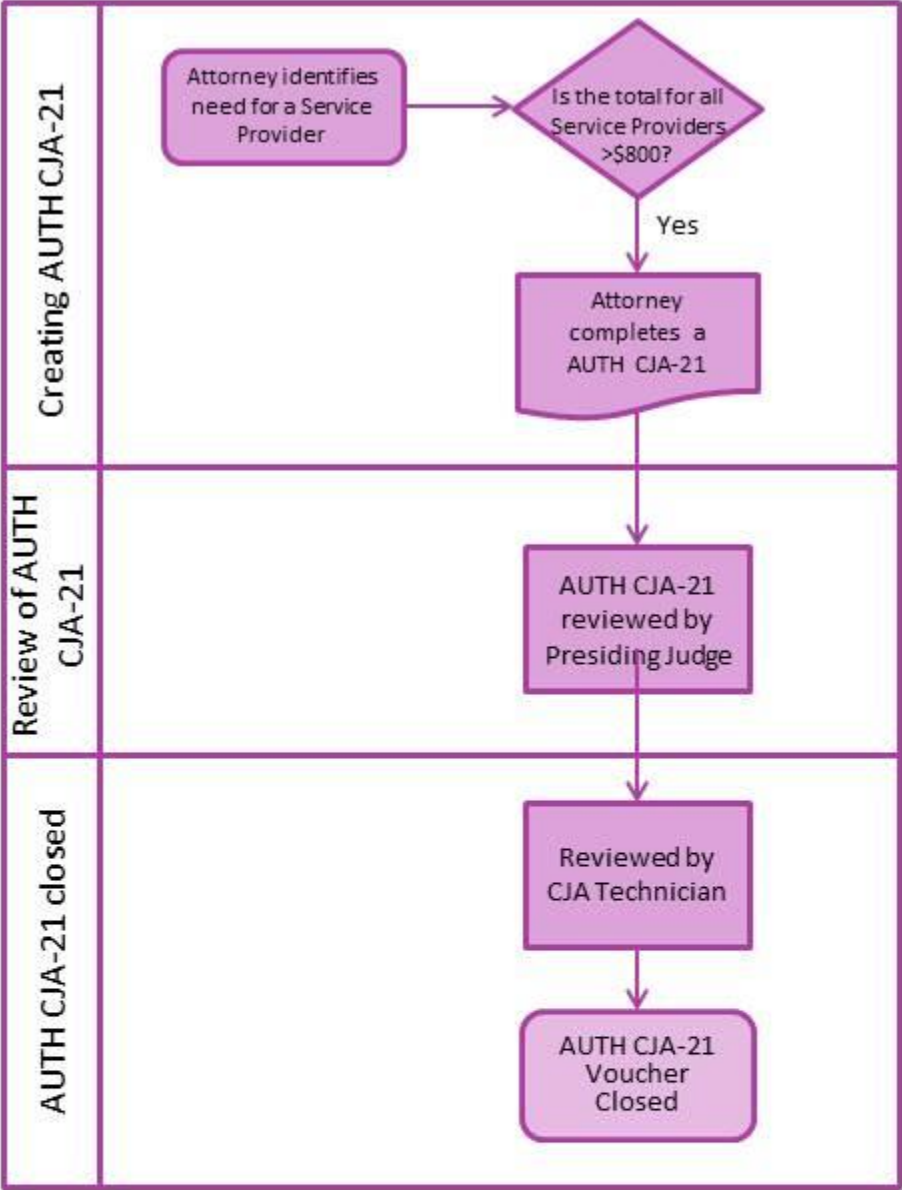












Processing AUTH CJA-21
> \$800